

Welcome to the Webinar!

- While we wait for everyone to join us please look at a few guidelines for participating in today's webinar:
 - Chat is disabled
 - Type all questions in the Q&A panel (top of screen)
 - Question will be addressed after Part 1
 - Microphones are muted upon entry to the webinar
- Please have your handout ready the second half of the webinar



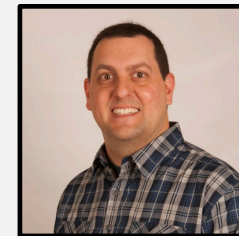
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Overview

- **Part 1:**
 - About the South Carolina JOB Ready U. (SCJRU) program
- **Part 2:**
 - SCJRU EducateWorkforce Exploration and Learning Module



Success Skills Assessment

By Towanna Hicks

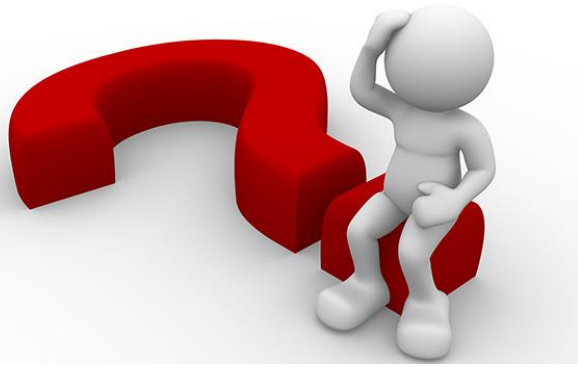


SC JOB READYU.

Success Skills Objectives

- 1) South Carolina JOB Ready U. (SCJRU) - **Educate Workforce**
- 2) SCJRU Courseware Modules Overview (**1-11**)
- 3) SCJRU Assessment Overview
- 4) SCJRU Deliverables
- 5) SCJRU Test???
- 6) SCJRU Certificate
- 7) SCJRU Modifications Updates
- 8) SCJRU Troubleshooting/Technical Assistance
- 9) Feedback
- 10) Questions





South Carolina Job Ready U.

**(SC JOBReady U.) is a self-paced,
11-module assessment that will
address key workplace skills that
the existing and emerging
workforce need to have in order
to be successful in the
workplace.**





SC JOB READYU.

Courseware Overview

SCJRU Courseware Modules

1. Reading Comprehension
2. Locating Information
3. Critical Thinking/Analytic Skills
4. Basic Math
5. Mathematical Applications
6. Introduction to Computing
7. Computer Application and Skills - Word
8. Computer Application and Skills - PowerPoint
9. Computer Application and Skills - Excel
- 10. Basic Employability**
- 11. Professional Work Ethic**



Success Skills

Assessment Overview

1. Courseware
2. Course Info
3. Progress
4. eBook
5. Glossary
6. Instructor



View this course as: Staff

Courseware Course Info Progress eBook Glossary Instructor

Overview

Pre-Course Survey
Course Introduction
Course Outline

OVERVIEW

You were most recently in [Pre-Course Survey](#). If you're done with that, choose another section on the left.

- 1. Reading Comprehension
- 2. Locating Information
- 3. Critical Thinking / Analytic Skills
- 4. Basic Math
- 5. Mathematical Applications
- 6. Introduction to Computing
- 7. Computer Application and Skills - Word
- 8. Computer Application and Skills - PowerPoint
- 9. Computer Application and Skills - Excel
- 10. Basic Employability
- 11. Professional Work Ethic
- Exam

11 Modules

Courseware
Overview

SC JOB
READY U.

The **Courseware Overview** tab shows the list of Modules.

View this course as: Staff

Courseware Course Info Progress eBook Glossary Instructor

Overview

Pre-Course Survey
Course Introduction
Course Outline

1. Reading Comprehension

2. Locating Information

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7. Computer Application and Skills
- Word

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- PowerPoint

9. Computer Application and Skills
- Excel

10. Basic Employability

11. Professional Work Ethic

Exam

9. Computer Application and Skills
- Excel

10. Basic Employability

11. Professional Work Ethic

Introduction

11.1 What is Professionalism?
Activity

11.2 Competence
Activity

11.3 Honesty and Integrity
Activity

11.4 Self-Management
Activity

11.5 Appearance and Presentation
Activity

11.6 Attitude
Activity

Summary

Assessment
Module Reinforcement

Courseware Overview

Professional Work Ethic Module Breakdown (Subtopics)

View this course as: Staff

[Courseware](#) [Course Info](#) [Progress](#) [eBook](#) [Glossary](#) [Instructor](#)

▼ Overview

Pre-Course Survey

Course Introduction

Course Outline

▶ 1. Reading Comprehension

▶ 2. Locating Information

▶ 3. Critical Thinking / Analytic Skills

▶ 4. Basic Math

▶ 5. Mathematical Applications

▶ 6. Introduction to Computing

▶ 7. Computer Application and Skills
- Word▶ 8. Computer Application and Skills
- PowerPoint▶ 9. Computer Application and Skills
- Excel

▶ 10. Basic Employability

▶ 11. Professional Work Ethic

▶ Exam

▶ 9. Computer Application and Skills
- Excel

▼ 10. Basic Employability

Introduction

10.1 Staring the Process
Activity

10.2 Job Descriptions
Activity

10.3 Writing a Resume
Activity

10.4 Writing a Cover Letter
Activity

10.5 Job Search Process
Activity

10.6 Filling Out an Application
Activity

10.7 The Screening Interview
Activity

10.8 Additional Screening Processes
Activity

Summary

Assessment

Module Reinforcement

Courseware

Overview

Basic Employability Module Breakdown (Subtopics)



SC JOB READYU.

**Course
Information**

View this course as: Staff

Courseware **Course Info** Progress eBook Glossary Instructor

Course Information & Handouts

About The Course

This course introduces students to the skills needed to build a successful career in today's modern job market. This course emphasizes the importance of professionalism in all work environments and jobs. In addition to this, the individual modules of this course go into detail on specific skills that are needed in the workplace such as: reading comprehension, critical thinking, mathematical skills, basic computer skills, and soft skills. Being able to apply these skills to the real world will make students more employable and more successful in their jobs.


Overall, this course provides an opportunity for students to learn about professionalism and how it can affect future employment opportunities, and provides them with the knowledge needed to progress their career in manufacturing or any field.

Background

The following prerequisites are suggested but not required:

- ENG 101

Suggested Readings

A companion eBook has been developed which aligns with the video lectures, activities, and other module materials. The eBook may be viewed by clicking the following icon  found within each module or the [eBook](#) link.

Course Format

- Self or Instructor Led
- eBooks
- Mini-Video Lectures
- Activities and Assessments

Course Handouts

General

None available.

Course
Information

SC JOB
READY U.

The Course Info provides the following
information: **the purpose and program deliveries.**

SS101 Success Skills

TowannaHicks

View this course as: Staff

CoursewareCourse InfoProgresseBookGlossaryInstructor

Course Information & Handouts

About The Course

This course introduces students to the skills needed to build a successful career in today's modern job market. This course emphasizes the importance of professionalism in all work environments and jobs. In addition to this, the individual modules of this course go into detail on specific skills that are needed in the workplace such as: reading comprehension, critical thinking, mathematical skills, basic computer skills, and soft skills. Being able to apply these skills to the real world will make students more employable and more successful in their jobs.

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Course Format

- Self or Instructor Led
- eBooks
- Mini-Video Lectures
- Activities and Assessments

Course Handouts

General

None available.

Course Format

- Self or Instructor Led
- eBooks
- Mini-Video Lectures
- Activities and Assessments
- Virtual Reality Simulations

Course
Information

SC JOB
READY U.

The Course Info provides the following
information: the purpose and course deliveries.



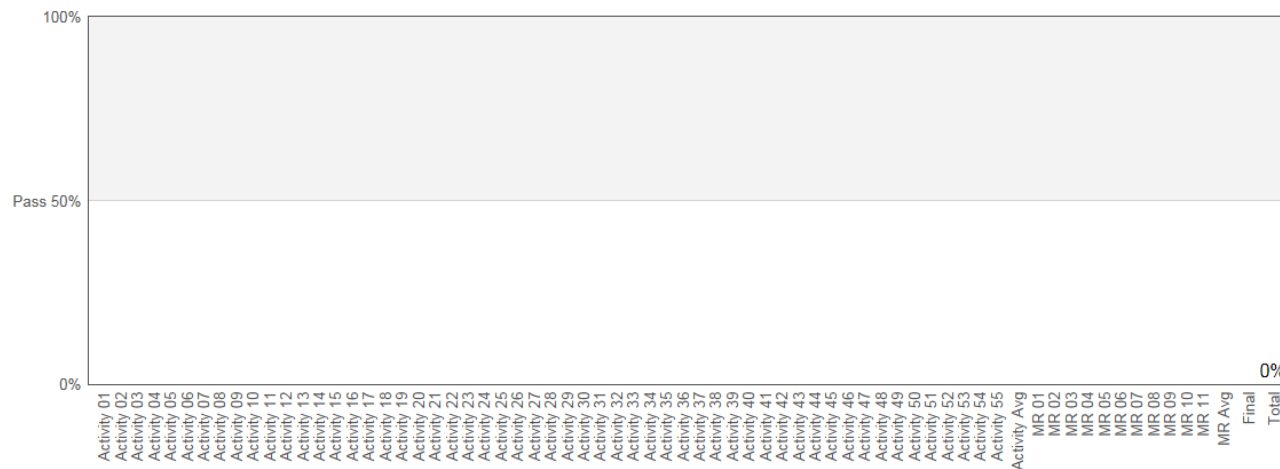
Progress

SC JOB READY U.

Courseware Course Info **Progress** eBook Glossary Instructor

[VIEW GRADING IN STUDIO](#)

Course Progress for Student 'TowannaHicks' (thicks@dew.sc.gov)



Overview

Pre-Course Survey

No problem scores in this section

Course Introduction

No problem scores in this section

Course Outline

No problem scores in this section

Progress

Progress shows the student course (activity) and scores.

Course Outline

No problem scores in this section

1. Reading Comprehension

Introduction

No problem scores in this section

1.1 What is Reading Comprehension (0/2)

Activity

Problem Scores: 0/1 0/1

1.2 The SQ3R Model (0/5)

Activity

Problem Scores: 0/1 0/2 0/2

1.3 Strategies for Expanding Meaning (0/2)

Activity

Problem Scores: 0/2

1.4 Building Vocabulary (0/7)

Activity

Problem Scores: 0/1 0/6

Summary

No problem scores in this section

Assessment (0/15)

Module Reinforcement

Problem Scores: 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1

2. Locating Information

Introduction

No problem scores in this section

Activity
Progress
and
Scores.

SC JOB
READY U.

Progress

Progress shows the breakdown of the student course (activity) and scores.




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[eBook](#)

[Courseware](#) [Course Info](#) [Progress](#) **eBook** [Glossary](#) [Instructor](#)

Module 1
Module 2
Module 3
Module 4
Module 5
Module 6
Module 7
Module 8
Module 9
Module 10
Module 11

Page: 1 of 20 Page Fit

 **CLEMSON**
CENTER FOR
WORKFORCE DEVELOPMENT

Professionalism and Work Ethic

OBJECTIVE

The learner will be able to:


- » Define professionalism and identify the characteristics that contribute to professionalism
- » Distinguish among the three types of competencies
- » Explain the role integrity plays in developing your professionalism
- » Define personal management and list the skills for effective personal management
- » Apply Covey's 4 quadrants (importance-urgency matrix) to prioritize task
- » Summarize why appearance and presentation is an important characteristic of professionalism
- » Distinguish between self-confidence and positive attitude

ORIENTING QUESTIONS

- ✓ Why is professionalism important?
- ✓ What are some of the coming to age ethics?
- ✓ How different is professionalism from attitude and teamwork?

INTRODUCTION

In today's competitive workplace, professionalism is one of the key characteristics that can help you stand out. Professionalism describes your effectiveness, your attitude and the way you interact in the workplace. Acting as a professional will help you earn the trust of your supervisor, the respect of your colleagues and the

eBook**SC JOB READYU.**



- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Module 9
- Module 10
- Module 11

Page: 1 of 24

-

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Page Fit

Basic Employability

OBJECTIVES

The learner will be able to:


- » Explain the key aspects of the selection process
- » Identify key words from a job description
- » Create a targeted resume and cover letter
- » Compare the different avenues for a job search
- » Prepare for a screening interview
- » Describe the additional screening processes

ORIENTING QUESTIONS

- ✓ What is the selection process?
- ✓ What is the purpose of a job description?
- ✓ Where should I search for jobs?
- ✓ How should I prepare for an interview?
- ✓ What is a background check?

INTRODUCTION

Anyone who has ever searched for a job is well aware that it can be a daunting, time-consuming task. While many have a general idea of how the process works, most do not fully understand the intricacies. As a result, a job search typically begins with many unanswered questions. Where to look? What information to include or exclude from the application? Who to use as a reference? This module introduces the hiring process and basic employability. It covers the application process and the screening methods employers use to evaluate job candidates, the basic guidelines for writing a resume and cover letter, the different domains available for job seekers and how to prepare for an employment interview. In short, this module better equips job seekers in finding and securing the positions for which they apply.




eBook

SC JOB READYU.

[Courseware](#) [Course Info](#) [Progress](#) [eBook](#) [Glossary](#) [Instructor](#)

Module 1
Module 2
Module 3
Module 4
Module 5
Module 6
Module 7
Module 8
Module 9
Module 10
Module 11

Page: 1 of 22 Page Fit

 **CLEMSON**
CENTER FOR
WORKFORCE DEVELOPMENT

Reading Comprehension

OBJECTIVE

The learner will be able to:


- » Define reading comprehension
- » Explain the factors that influence comprehension
- » List the steps involved in comprehending information
- » Apply the SQ3R model to increase reading comprehension
- » Use context clues to help define unknown terms
- » Build vocabulary using root words, prefixes and suffixes

ORIENTING QUESTIONS

- ✓ What is reading comprehension?
- ✓ Why is reading comprehension an important employability skill?
- ✓ How can I improve my level of comprehension?
- ✓ How can I build my vocabulary?

INTRODUCTION

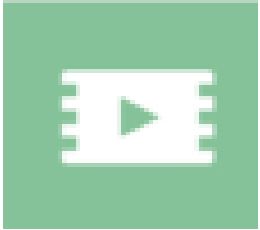
Reading is one of the most fundamental skills an individual can acquire. It is essential for your schooling and training, for your career and for your ability to lead a productive life in general. In any learning environment, you will have to read – whether it is textbooks for your courses or training material supplied by an employer. An employee's ability to read is expected on the job, and inability to comprehend what you read will limit career



eBook

SC JOB READYU.

Success Skills Deliverables



Video Lectures



Robust open textbooks (ebooks)



Interactive Assessments



Success Skills Deliverables



A Novel Approach



Industry Backed





SC JOB READYU.

Glossary

1. Reading Comprehension

2. Locating Information

3. Critical Thinking

4. Basic Math

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KEY TERMS

Listed below are the key terms used for this section.

Applicant tracking system (ATS)

Online recruiting and selection application that allow applicants to build a profile and apply for multiple positions; simplifies the applicant reviewing process for recruiters by narrowing the list of candidates down to the most qualified applicant.

Background check

An additional screening process used by employers to learn more about a candidate by checking information such as education, past employment, criminal and driving record, credit history, previous addresses, pending judgments and history of workers' compensation claims.

Cover letter

A document sent with a resume that introduces the applicant to the organization and explains why he or she is a good candidate for a position.

Equal employment Opportunity commission (EEOC)

A federal agency that enforces employment discrimination laws.

Job description

A tool used by employers which describes the duties and responsibilities of the position and the knowledge, skills and education required to perform the job.

Pay grade

Defines the compensation an employee in a particular position will receive.

Qualifications

Glossary

(11 Key Terms)

SC JOB READYU.

1. Reading Comprehension

2. Locating Information

3. Critical Thinking

4. Basic Math

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Qualifications

Glossary

SC JOB READYU.



Instructor

SC JOB READYU.

Courseware Course Info Progress eBook Glossary **Instructor**

Instructor Dashboard

[VIEW COURSE IN STUDIO](#)

To gain insights into student enrollment and participation visit [EducateWorkforce Insights](#), our new course analytics product.

COURSE INFO RESOURCES MEMBERSHIP STUDENT ADMIN ANALYTICS

ENROLLMENT INFORMATION

Number of enrollees (instructors, staff members, and students) by track

Verified	0
Audit	0
Honor	17
Professional	0
Total	17

BASIC COURSE INFORMATION

Instructor

SC JOB READYU.

Instructor Dashboard

[VIEW COURSE IN STUDIO](#)

To gain insights into student enrollment and participation visit EducateWorkforce Insights, our new course analytics product.

[COURSE INFO](#)[RESOURCES](#)[MEMBERSHIP](#)[STUDENT ADMIN](#)[ANALYTICS](#)

HANDOUTS

This area contains additional resources for the course. The links below are downloadable PDFs for instructor use.

Student Materials

- [Open edX Learner's Guide \(Dogwood\)](#)

Instructor Materials

- [Building and running an Open edX course \(Dogwood\)](#)

SC JOB READYU.

Instructor

To gain insights into student enrollment and participation visit [EducateWorkforce Insights](#), our new course analytics product.

[COURSE INFO](#)[RESOURCES](#)[MEMBERSHIP](#)[STUDENT ADMIN](#)[ANALYTICS](#)

BATCH ENROLLMENT

Enter email addresses and/or usernames separated by new lines or commas. You will not get notification for emails that bounce, so please double-check spelling.

Email Addresses/Username

☒ Auto Enroll

☒ Notify users by email

Enroll

Unenroll

SC JOB READYU.

Instructor

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[COURSE INFO](#)

[RESOURCES](#)

[MEMBERSHIP](#)

[STUDENT ADMIN](#)

[ANALYTICS](#)

STUDENT GRADEBOOK

Click here to view the gradebook for enrolled students. This feature is only visible to courses with a small number of total enrolled students.

[View Gradebook](#) - Pre-computed grades available for Mar 10, 2017 at 16:59 EST

Recomputation of course grades will occur daily at the following times: 11:30:00 PM (EST)

STUDENT-SPECIFIC GRADE INSPECTION

Specify the EducateWorkforce email address or username of a student here:

Click this link to view the student's progress page: [Student Progress Page](#)

STUDENT-SPECIFIC GRADE ADJUSTMENT

SC JOB READYU.

Instructor

STUDENT-SPECIFIC GRADE ADJUSTMENT

Specify the EducateWorkforce email address or username of a student here:

Specify a problem in the course here with its complete location:

You must provide the complete location of the problem. In the Staff Debug viewer, the location looks like this:

i4x://edX/Open_DemoX/problem/78c98390884243b89f6023745231c525

Next, select an action to perform for the given user and problem:

You may also delete the entire state of a student for the specified problem:

Rescoring runs in the background, and status for active tasks will appear in the 'Pending Instructor Tasks' table. To see status for all tasks submitted for this problem and student, click on this button:

SC JOB READYU.

Instructor

Show Background Task History for Student

COURSE-SPECIFIC GRADE ADJUSTMENT

Specify a problem in the course here with its complete location:

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i4x://edX/Open_DemoX/problem/78c98390884243b89f6023745231c525

Then select an action:

The above actions run in the background, and status for active tasks will appear in a table on the Course Info tab. To see status for all tasks submitted for this problem, click on this button:

Show Background Task History for Problem

PENDING INSTRUCTOR TASKS

No tasks currently running.

SC JOB READYU.

Instructor

Show Background Task History for Student

COURSE-SPECIFIC GRADE ADJUSTMENT

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SC JOB READYU.

Instructor

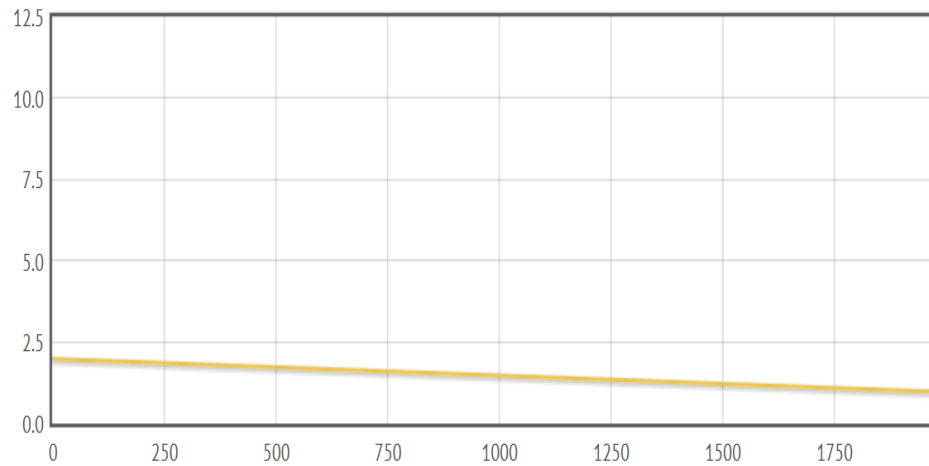
SCORE DISTRIBUTION

The chart below displays the score distribution for each standard problem in your class, specified by the problem's url name. Scores are shown without weighting applied, so if your problem contains 2 questions, it will display as having a total of 2 points.

Problem:

Error fetching grade distributions.

YEAR OF BIRTH



SC JOB READYU.

Analytics

GENDER DISTRIBUTION

Gender	Count
No Data	5
Male	5
Do not wish to disclose	1
Female	6

Analytics

SC JOB READYU.

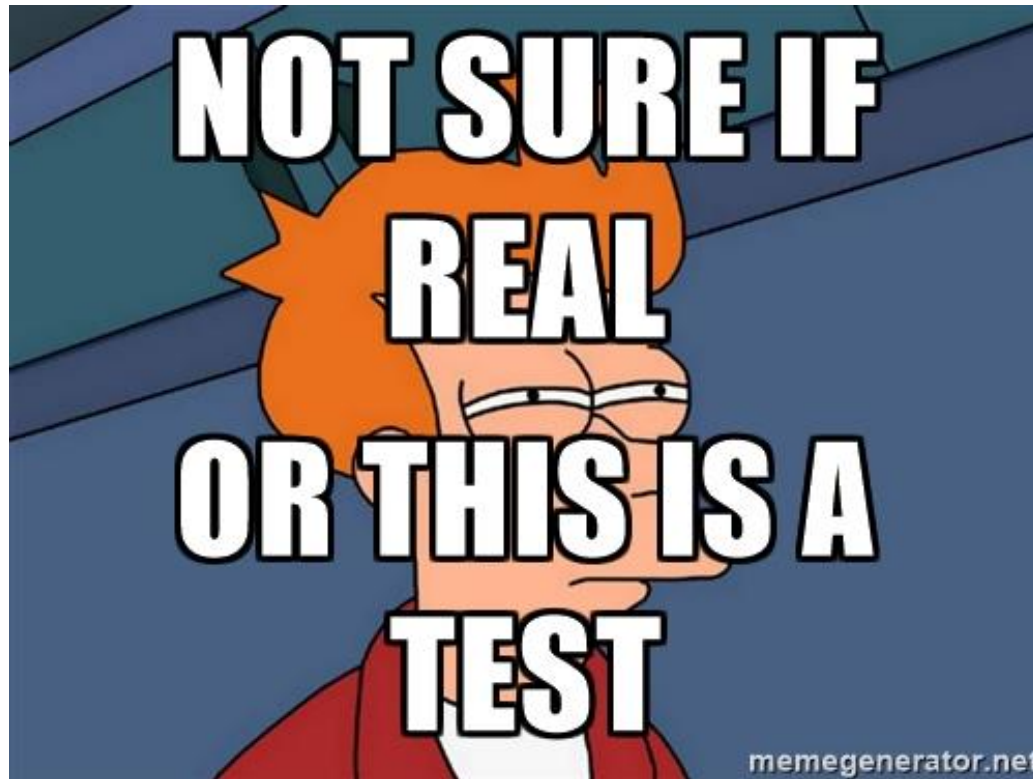
LEVEL OF EDUCATION

Level of Education	Count
Elementary/primary school	0
None	1
Bachelor's degree	2
Secondary/high school	0
Master's or professional degree	1
No Data	11
Doctorate	2
Junior secondary/junior high/middle school	0
Other	0

Analytics

SC JOB READYU.

Success Skills a Test??



No pass or fail, you did a **Great JoB!**

Work Ready Approved!





Certificate of Completion



Jane Doe

Having satisfactorily completed a program in
South Carolina JOB Ready U.
is awarded this certificate of completion.

Date: _____



Success Skills Piloting Sites

- ❖ **Charleston County Adult Education**
- ❖ **Clemson SC Works Center**
- ❖ **Richland County Adult Education**



Success Skills Changes

Since piloting started in August...

- ❖ Certificates are available upon module completion.
- ❖ A new list of vocabulary terms has been submitted into the system. Therefore, please understand that provisions made for verbiage will appear in the fall.
- ❖ There are multiple attempts for completing the final exams.
- ❖ Randomizations of exam questions are now available for all modules.

*****New updates will apply during the final SS roll out.***



Feedback Expectations



Please forward your feedback to thicks@dew.sc.gov.



Questions?



How to Navigate EducateWorkforce



Getting to know EducateWorkforce

Stephen Cotton, Zachary Trabookis
SCJRU Webinar
June 29, 2017

SOUTH CAROLINA
**JOB U.
READY**



Purpose

Familiarization with EducateWorkforce

- General Navigation
- Activities and Assessments
- Learning Resources
- Progress Tracking



Why Important

Help you become a Resource

SCJRU hosted on EducateWorkforce

Activity

- **Step One**
Go to **bit.ly/scjru-webinar-ne**
- **Step Two**
Click on Navigating EducateWorkforce
Click on Courseware
- **Step Three**
Click on Module Introduction
- **Step Four**
Complete three sections
- **Step Five**
Request your certificate

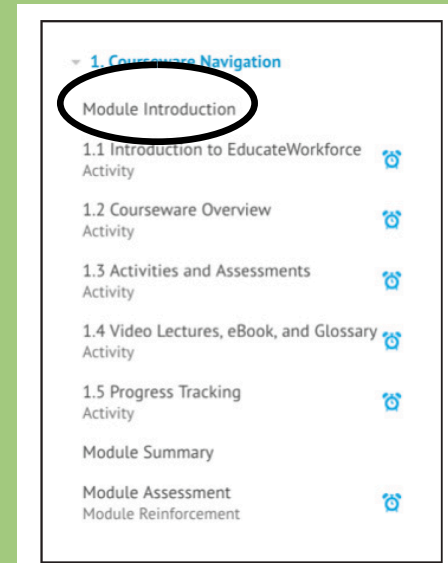
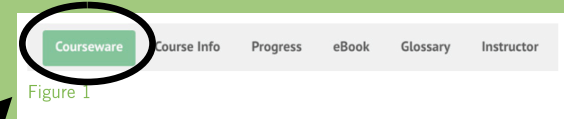


Figure 2

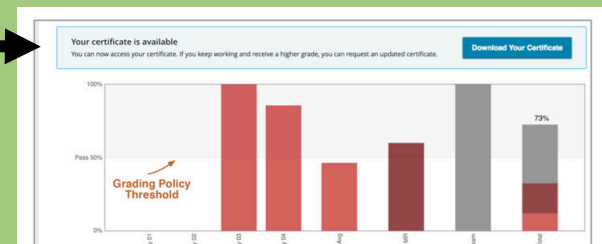


Figure 3

If You Need Help

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Zach Trabookis
ztraboo@clermson.edu



CUCWD



CA²VES